Job Opportunity Bulletin

Post Date: 5/23/2013

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 515-400-8195-010

Mail your application to:

Department of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Melissa Woodall

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Melissa Woodall

Number: (916) 322-9001

Email:

Melissa.woodall@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

Nurse Consultant II

Salary \$8,346 - \$10,146
Permanent, Full-Time
FINAL FILING DATE: Until Filled

Will also consider Nurse Consultant I

The Department of Developmental Services' (DDS) Developmental Centers Division (DCD) is currently seeking a Nursing Consultant II to work in the Health and Direct Care Services Section (HDCSS). If you enjoy working with other people and enjoy challenging assignments, we have an opportunity for you in the HDCSS!

The Nursing Consultant II provides clinical, consultative, and technical expertise to developmental centers and state-operated community facilities on programs, policies, regulations, quality assurance and standards of clinical practice related to health services. This position assists division management in the planning and development of health-related initiatives and projects. For complete duties, please see the duty statements below.

REQUIRED MINIMUM QUALIFICATIONS:

- Possession of an active valid license as a registered nurse in CA.
- A baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates.
- Possession of a master's degree in health-related field such as nursing, public health, health care services, health care administration or hospital administration.

Desired Knowledge and Abilities:

NC II or I.

- Knowledge of the administration, organization, and trends in health care delivery systems;
- Knowledge of the techniques of program planning, development, monitoring, and evaluation;
- Ability to apply principles of administration of nursing and health care services in various administrative patterns.

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit a STD. 678 application. Please include the basis of your eligibility in the *'Explanations'* section, position #515-400-8195-010 in the *'Job Title'* section of your application, and state whether you are applying for

DEPARTMENT OF DEVELOPMENTAL SERVICES DEVELOPMENTAL CENTERS DIVISION PROGRAM OPERATIONS HEALTH AND DIRECT CARE SERVICES SECTION JOB DESCRIPTION Position 515-400-8195-010

JOB TITLE: Nurse Consultant II

GENERAL STATEMENT OF DUTIES: Provides clinical and technical expertise to developmental centers and state-operated community facilities on programs, policies, regulations, quality assurance and standards of clinical practice related to health services. Assists division management in the planning and development of health-related initiatives and projects.

SUPERVISION RECEIVED: Reports to the Section Chief, Health and Direct Care Services Section

SUPERVISION EXERCISED: None; may act as lead

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Work is sedentary, non-strenuous and requires working on a computer 25% to 50% of total office time.

TYPICAL WORKING CONDITIONS: Ongoing interaction with developmental centers, department headquarters, other divisions, health care providers, and state and private agency personnel. Travel to developmental centers statewide approximately 25% of the time. Open space partitioned offices with smoke-free environment.

EXAMPLES OF DUTIES:

50% Monitor and assess clinical practice and quality assurance activities related to health care on a statewide basis. Make recommendations to the division management on matters regarding system-wide issues and policies related to nursing in the developmental centers (DC) and state operated community facilities. Assist in the development of standardized nursing quality assurance mechanisms and reporting systems in the DCs. Participate in intra and extra agency committees related to health promotion and prevention.

Facilitates survey preparedness reviews of the developmental centers' acute care hospitals and nursing facilities (NF), to ensure the standards for licensure and certifications are maintained. Participate in the Intermediate Care Facilities survey preparedness reviews. Review and evaluate nursing healthcare practices for conformance with quality healthcare standards and regulatory compliance. Monitor specific health indicators, plans of correction and special cases.

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- 20% Provide information and guidance in the development of policies and standards of nursing practice for new programs. Make recommendations on and consult on the development of statewide policies and procedures. Assess trends and developments in health care and nursing. Identify program need and project the impact of changes on program and services.
- 10% Provide regular consultation to the Coordinators of Nursing Services at the developmental centers and state operated community facilities on issues related to nursing and health care, health promotion and prevention, restorative nursing, nursing assessment, and nursing care plan implementation. Develop and execute training on a statewide basis in a variety of other healthcare related areas, state and federal requirements for NF and the Minimum Data Set (MDS) and the general acute care hospital requirements.
- 10% Prepare reports of findings and recommend program improvements. Evaluate the effectiveness of training for nursing personnel in areas cited as deficiencies in licensing and certification with special emphasis on the provision of nursing care to consumers. Ensure documentation of care and treatment provided to consumers in the record is accurate and complete.
- 10% Analyze proposed legislation and regulations affecting nursing policies and practices for impact on developmental centers, and make recommendations for action and implementation. Prepare correspondence, program advisories, budget proposals, fiscal projections and data analyses.

5%	Other	duties	as	require	d.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	
DATE:	

DEPARTMENT OF DEVELOPMENTAL SERVICES DEVELOPMENTAL CENTERS DIVISION PROGRAM OPERATIONS HEALTH AND DIRECT CARE SERVICES SECTION JOB DESCRIPTION Position 515-400-8197-001

JOB TITLE: Nurse Consultant I

GENERAL STATEMENT OF DUTIES: Provides clinical and technical expertise to developmental centers and state-operated community facility on programs, regulations, quality assurance and standards of clinical practice related to health services. Assists division management in the development of health-related initiatives and projects.

SUPERVISION RECEIVED: Reports to the Section Chief, Health and Direct Care Services Section

SUPERVISION EXERCISED: None; may act as lead

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Work is sedentary, non-strenuous and requires working on a computer 25% to 50% of total office time.

TYPICAL WORKING CONDITIONS: Ongoing interaction with developmental centers, department headquarters, other divisions, health care providers, and state and private agency personnel. Travel to developmental centers statewide up to 25% of the time. Open space partitioned offices with smoke-free environment.

EXAMPLES OF DUTIES:

- 35% Monitor and assess clinical practice and quality assurance activities related to health care services and make recommendations to the division management on matters regarding system-wide issues and policies related to nursing services in the developmental centers (DC) and state operated community facility; assist in the development of standardized nursing quality assurance mechanisms and reporting systems in the DCs; and collect and maintain data on center nursing quality assurance activities.
- 20% Provide regular information and guidance in the development of policies and procedures and standards of nursing practice for new programs; assess trends and developments in health care and nursing; identify program need and project the impact of changes on program and services.
- 15% Provide regular consultation to the Coordinators of Nursing Services at the developmental centers and state operated community facility on issues related to nursing and health care, restorative nursing, nursing assessment, nursing care plan implementation and related health care topics; work with appropriate center and headquarter staff to develop plans for training implementation, and

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monitoring of nursing home requirements and regulations, including those related to the Minimum Data Set.

- 15% Lead on site visits, audits and reviews of the centers' Nursing Facility and General Acute Care Hospital services; participate in reviews of the on-site Intermediate Care services. Prepare reports of findings and recommend program improvements. Evaluate the effectiveness of training for nursing personnel in areas cited as deficiencies in licensing and certification with special emphasis on the provision of nursing care to consumers and accurate, complete documentation in the record of the care and treatment provided.
- 10% Analyze proposed legislation and regulations affecting nursing policies and practices for impact on developmental centers, and make recommendations for action and implementation. Prepare correspondence, program advisories, budget proposals, and fiscal projections and data analyses.
- 5% Other duties as required.

EMPLOYEE SIGNATURE:	
DATE:	
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